To develop a Data Request:

1. Log on to EFIS.
2. From the 'Welcome' screen, click the '**Filing/Submission**' menu.
3. Select the '**Data Request**' link to open the '**Data Requests**' screen.
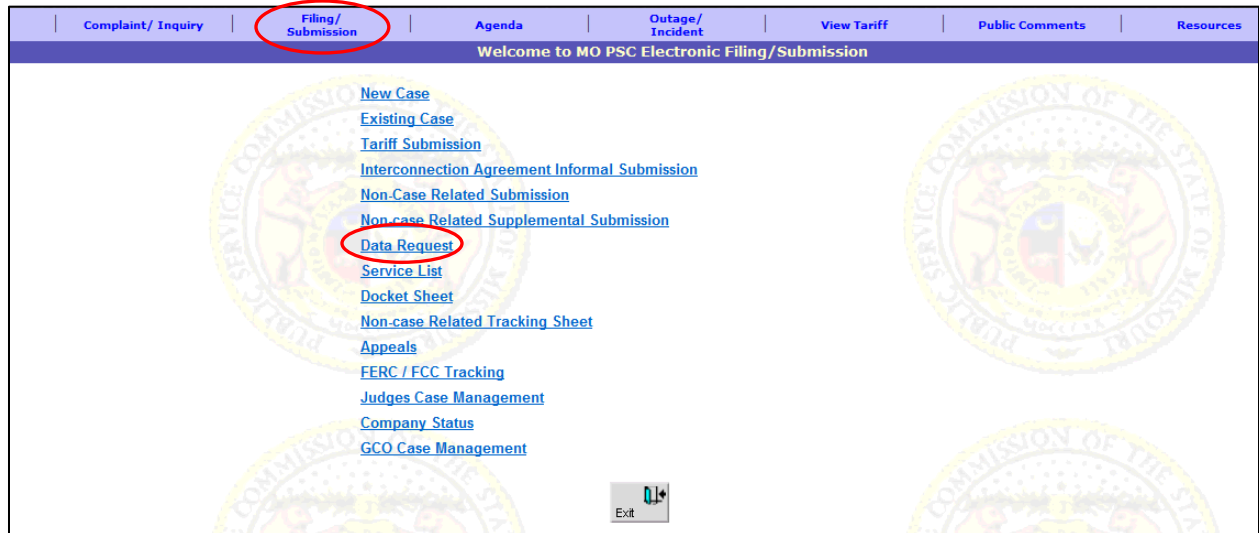
4. From the Data Requests screen, select the '**Develop**' link.
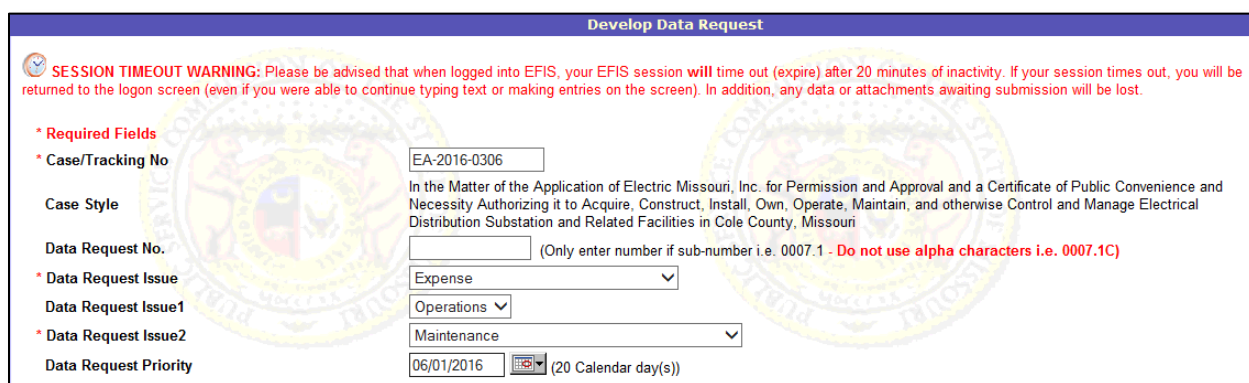
On the 'Develop Data Request' screen, complete the following steps.

5. Beside '**Case/Tracking No**', input the applicable case or tracking number and tab to the next field.
6. The '**Case Style**' will auto populate.
7. Beside '**Data Request No.**', do not enter a number unless it is a question or request in regards to a previously issued Data Request number. EFIS will automatically assign the next available number.
8. Beside '**Data Request Issue**', select the applicable issue from the drop-down list.
9. Beside '**Data Request Issue1**', select the applicable issue from the drop-down list, if applicable.
10. Beside '**Data Request Issue2**', select the applicable issue from the drop-down list.

Refer to the 'Data Request Issue List' under the EFIS HELP button for a comprehensive list of Data Request issues and sub-issues.

11. The '**Data Request Priority**' field defaults to 20 calendar days. If the priority date is not correct, select or input the correct priority date.

12. Beside '**Requested From**', this field is auto populated with the default DR contact for the subject company. If this is the wrong DR contact for the request/question, input the correct contact's first and last name.
13. Beside '**Email**', this field is auto populated with the default DR contact's e-mail address for the subject company. If this is the wrong DR contact for the request/question, input the correct contact's e-mail address.
14. Beside '**Utility Type**', select the applicable utility type from the drop-down list.
15. Beside '**Company Name**' select the applicable company from the drop-down list.

Note: All certified member companies will show first in the list and then every other company alphabetically thereafter from the selected utility type.

16. Beside '**CC1**', '**Email**', '**CC2**', '**Email**', '**CC3**', '**Email**', if additional parties need to receive a copy of the data request, input their name and e-mail address in these fields.

Note: These individuals must have a valid EFIS user ID.

17. Beside '**Requested By'** this field is auto populated with the lead attorney for the case.
18. Beside '**Brief Description**', input a brief description of the data request.
19. If attaching a document, check the box in front of '**See Attachment**'.

20. Beside '**Description**', input the request or question if it's not highly confidential/proprietary or over 8,000 characters. If the request or question is highly confidential or proprietary, it <u>must</u> be attached. (See Step 25 – 30 for attachment instructions)
21. Select the appropriate radio button beside the security level of the request or question.
22. Beside '**Rationale**', if the request is marked highly confidential or proprietary, input the reason the request is highly confidential or proprietary.
23. Click the '**Generate DR**', button to continue to the '**Data Request Output**' screen.

On the Data Request Output screen, complete the following steps:

24. If there are <u>NOT</u> any attachments, skip to step 32.
25. If there <u>ARE</u> any attachments, click on the '**Attach**' button to the '**Filing/Submission – Attachment(s)**' screen.

Data Request Output	
Data Request No.	
Company Name	Electric Missouri, Inc.-Investor(Electric)
Case/Tracking No.	EA-2016-0306
Date Requested	5/12/2016
Issue	Expense - Operations - Maintenance
Requested From	Jen Doe
Requested By	Mark Johnson
Brief Description	Maintenance Fees
See Attachment	
Description	See attached.
Due Date	06/01/2016

The attached information provided to Missouri Public Service Commission Staff in response to the above data information request is accurate and complete, and contains no material misrepresentations or omissions, based upon present facts of which the undersigned has knowledge, information or belief. The undersigned agrees to immediately inform the Missouri Public Service Commission Staff if, during the pendency of Case No. EA-2016-0306, before the Commission, any matters are discovered which would materially affect the accuracy or completeness of the attached information.

If these data are voluminous, please (1) identify the relevant documents and their location (2) make arrangements with requestor to have documents available for inspection in the Electric Missouri, Inc.-Investor(Electric) office, or other location mutually agreeable. Where identification of a document is requested, briefly describe the document (e.g. book, letter, memorandum, report) and state the following information as applicable for the particular document: name, title number, author, date of publication and publisher, addresses, date written, and the name and address of the person(s) having possession of the document. As used in this data request the term "document(s)" includes publication of any format, work papers, letters, memoranda, notes, reports, analyses, computer analyses, test results, studies or data, recordings, transcriptions and printed, typed or written materials of every kind in your possession, custody or control or within your knowledge. The pronoun "you" or "your" refers to Electric Missouri, Inc.-Investor(Electric) and its employees, contractors, agents or others employed by or acting in its behalf.

Security	Highly Confidential
Rationale	questions are highly confidential
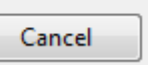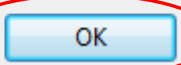
SI.No.	Attachment(s)		Security Level
		Submit Attach Print Exit	

On the 'Filing/Submission – Attachment(s)' screen, complete the following steps:

26. Click the '**Browse**' button to select the document(s) for attaching.

    Note: File names and file paths cannot use any special characters (%'&^*#@) except an underscore or hyphen.

27. Under '**Select Document Security from the following:**', select the applicable radio button for the document's security level**.**

    Note: It is the filer's responsibility to denote the correct security level on every document.

28. Click the '**Attach**' button to attach the document.

    Note: Multiple attachments may be made by selecting a document, its security level and then clicking the 'Attach' button.

29. Click the '**Done with Attach**' button after all the attachments have been uploaded.

30. After verifying the security levels on the attachment(s), click the '**OK**' button to continue to the '**Data Request Output**' screen.

31. Click the '**Submit**' button to submit the data request.

32. Click the '**OK**' button to submit the filing or the '**Cancel**' button if changes need to be made
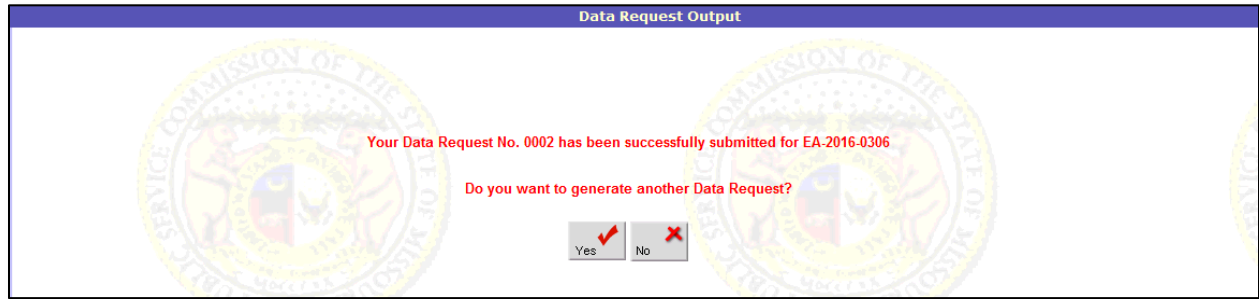
A confirmation screen with the Data Request No. will appear.

33. Click the '**Yes**' button if there are additional Data Requests to submit for the same case
Or
Click the '**No**' button if there are no additional Data Requests for this case to submit.

For additional assistance, please contact the Data Center at 573-751-7496 (local to Jefferson City, MO) or datacenter@psc.mo.gov.